

Internship Checklist for Evangel Presbytery

Personal Goals & Maturation *(Go over these with your mentor)*

- Personal Life
 - Develop one year, two year, three year and five year personal goals
 - Develop a daily/weekly schedule (make sure there is adequate time for rest and recreation)
- Devotional Life
 - Develop and follow a plan for consistently reading through the entire Bible
- Family Life
 - If married, develop a plan for spiritual leadership of the family
- Ministry Life
 - Discuss ministry skills, pressures on home life, future direction, etc.
- Spiritual Life
 - Regularly discuss your personal relationship with the Lord

Vocational Clarification

- Read *Discovering God's Will* by Sinclair Ferguson or a similar book
- Extended times with Mentor discussing ministry

Instructions in Stewardship:

- Personal Finances
 - Has read a Christian book on money
 - Has a plan for managing his money according to Biblical principles

Preach/Teach (20 Times)

- Preach one sermon with evaluation from Mentor
- Prepare and lead one worship service
- Has taught several different age groups in Sunday school
- Has had Mentor observe and evaluate at least one teaching session

Visitation

- Has visited members as hospital patients
- Has visited Nursing Home Residents
- Has visited Active Church Members
- Has called and/or visited Inactive Church Members
- Has reached out and visited Church Visitors
- Has visited jail inmates (if possible)

Christian Education

- Has taught Sunday School and been involved in a class
- Has been involved in or observed Catechetical Training

Session and Diaconate

- Attend 3 meetings of each
- Written Evaluation/Observations of these meetings
- Prepare Sample Agenda
- Attend Session Meeting at another PCA church
- Discuss a Nominations and Elections Procedure for church officers
- Discuss church officer training with mentor or someone he designates

Missions

- Has a plan to give Prayer Support for missions
- Understands the Biblical basis for developing Financial Support for missions
- Encourages those in his ministry focus toward Missions
- Has developed an evangelistic prospect list to pray for

Other

- Meet Regularly with Mentor to improve interpersonal skills
- Read (scanned) Robert's Rules of Order
- Learn Church Budget Preparation for average size church
- Attend several church committee meetings
- Attend at least 2 Presbytery Meetings and discuss with Mentor
- Attend at least 2 Presbytery Committee meetings and discuss
- Is familiar with the Manual of Operation for Presbytery

Write the Following

- Baptismal Service Outline
- Communion Service Outline
- Wedding Service Outline
- Funeral Service Outline
- New Members Course Outline

Personal Evaluation of Strengths, Weaknesses, and Gifts:

Areas Officially Noted for Improvement through the Internship Program:

Further Comments:

Mentor, this form is intended as a guide to the formulation of the intern's formal program. Please assign or modify each line item in order that you may fully evaluate his gifts and abilities. Please check the appropriate boxes upon line item completion and sign the next page showing completion of this checklist.

Intern, please use this form to report your progress. You are required to give a report to the Presbytery (by way of your Oversight Member) once a year. Please contact your Oversight Member for details of this reporting requirement.

Name: _____

Address: _____ City: _____ State/Zip: _____

Phone: _____ Email: _____

Mentor Name & Church: _____

Status:

Candidate:

Received under care: _____ / _____ / _____

Internship:

Internship began: _____ / _____ / _____

Internship ended: _____ / _____ / _____

Checklist Completed: _____ / _____ / _____

Transferred:

_____ / _____ / _____

Additional Notes:

Mentor Signature: _____